State of Wisconsin
Governor Jim Doyle

TO: **Economic Support Supervisors**
        Economic Support Lead Workers
        Training Staff
        Child Care Coordinators
        W-2 Agencies

FROM: Amy Mendel-Clemens
        Communications Section
        Bureau of Health Care Eligibility

BHCE/BWP OPERATIONS MEMO
No.:   03-54
Date: 08/29/2003
Non W-2 [X] W-2 [X] CC [X]
PRIORITY: HIGH

SUBJECT: **FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN) QUERY IN CARES**

EFFECTIVE DATE: September 2, 2003

PURPOSE

This memo describes the new Federal Employer Identification Number (FEIN) query in CARES.

BACKGROUND

The FEIN query was developed to support the New Hire Auto update process, which is scheduled to begin in late September 2003. This new query will reduce the number of New Hire matches a worker receives by having the FEIN field completed for employment sequences entered on AFEI.

CARES

Current process:
New hire matches are created when the cross match process finds that there is no entry of new employment or when the earnings screen (AFEI) lacks a FEIN for customers' reported employment. Currently workers do not have the capability to query this FEIN data in CARES.

New Process:
Workers will now be able to gather the employer FEIN through the CARES system. Screen AQEF is accessible by tranning to the screen directly or by entering a # in the FEIN field on AFEI. When entering new employment information on AFEI, the worker should use AQEF to query, find and enter the FEIN for the customer's employer being entered.

NEW AQEF SCREEN – QUERY EMPLOYER FEIN

```
AQEF                      QUERY EMPLOYER FEIN              08/05/03 07:44
                                                          XCTG04 P KIERN

 FIND EMPLOYER NAME: _____  IN CITY: _____

 SEL EMPLOYER                                                          ZIP
 NO  FEIN       EMPLOYER NAME       ADDRESS         CITY         ST CODE
 01 1927879797 COOL EMPLOYER       123 MAIN ST      MADISON      WI 53703
 02 6803669920 COOL POOLS  HOT SPAS 3104 O ST STE 204 SACRAMENTO  CA 95816
 03 7705727250 COOL POOLS  HOT SPAS 3104 O ST STE 204 SACRAMENTO  CA 95816
 04 3917833750 COOL RUNNING INC    4628 CTY RD A    OREGON       WI 53575
 05 3634490060 COOL RUNNINGS LTD   9114 58TH PLACE ST KENOSHA    WI 53144
 06 9527739270 COOL TRANSPORTS INC PO BOX 407       PARAMOUNT    CA 90723
 07 3919804250 COOLEST CAMPGROUNDS PO BOX 46        ROSCOE       IL 61073
 08 3918506190 COOLEY & SONS REPAIR W9769 OLD 14 RD LADYSMITH    WI 54848
 09 7526461690 COOLEY ENTERPRISES I 10849 COMPOSITE DR DALLAS    TX 75220
 10 3912192940 COOLEYS HAIR STYLIST 1606 16TH AVE   GRAFTON      WI 53024
 11 3902243200 COOLEYS INC         117 WISCONSIN ST WEST BEND    WI 53095



                          SELECT FEIN NO: __


 NEXT TRAN: ____     PARMS: _____ MORE...
```

ACCESS AQEF FROM ANY SCREEN
To access AQEF directly, enter AQEF in the next tran field.   The parameters for the search can be:

- left blank (and the entire FEIN file will be accessed),

      NEXT TRAN: AQEF   PARMS: _____

- the employer name, first letter of the employer's name or any combination of the letters in the employer's name,

      NEXT TRAN: aqef   PARMS: COOL EMPLOYER_____

      NEXT TRAN: aqef   PARMS: C_____

      NEXT TRAN: aqef   PARMS: COOL_____

      NEXT TRAN: aqef   PARMS: CL E_____

- or, the first letter or full employers name followed by "/" and the city in which the employer is located.

      NEXT TRAN: AQEF   PARMS: C/MADISON_____

ACCESS AQEF FROM AFEI

To access AQEF from AFEI enter a # in the FEIN field.

AQEF will be displayed and the selection fields will be updateable. If a selection is made on AQEF, by entering the two digit selection number and <enter> is pressed, the following fields on AFEI will be populated:

1. FEIN
2. Employer Name
3. Phone
4. Address
5. City, State and Zip

```
AFEI                          EMPLOYMENT                      08/05/03 08:32
 CASE: 8000402980                          WORKER: XCTG04   XCTG04 P KIERN
 LAST UPDATED: 08 05 03               CASE STATUS: OPEN    CASE MODE: ONGOING

 NUM: 01 NAME: EMMA           D MAPP                    SSN: 125 87 4101
 DC: __   BEGIN MMYY: 1001    END MMYY: ____
 SEQ NUM: 001  WI EMP NUM: _____          FEIN: #_____
             EMPLOYER NAME: UNKNOWN_____ PHONE: ___ ___ ____
                   ADDRESS: _____
                      CITY: _____ STATE: __ ZIP: _____
                 JOB TITLE: _____ EMPLOYMENT TYPE: R      VR: OW
 EMPLOYMENT BEGIN DATE: 10 01 01 VR: OW  EMPLOYMENT END DATE: __ __ __    VR: __
     EMPLOYMENT ENDED: N               DATE OF LAST PAYCHECK: __ __ __    VR: __
     ON STRIKE ? (Y/N): N               STRIKE BEGIN DATE: __ __ __    VR: __
     PAY FREQUENCY: M MONTHLY            STRIKE END DATE: __ __ __    VR: __
       MONTHLY HOURS:  10  TJB SUBSIDY: _____   INKIND INCOME:      .00
   MONTHLY MA AMOUNT:       .00        MONTHLY CONVERTED AMOUNT:        .00

--------------------------------INDIVIDUALS----------------------------------
  01 IMA   M (PP )
```
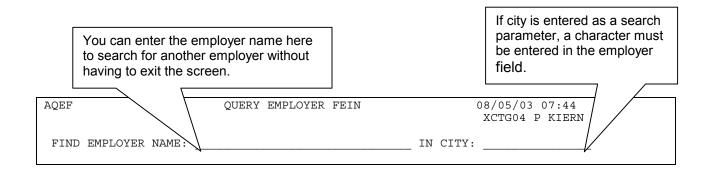
Data already entered on AFEI will be updated with the information from the FEIN file when a selection is made on AQEF with <enter>. Workers will be able to change any of the information populated through the query process.

Example: Through a query selection on AQEF, using the full "TRE Wood" business name, the FEIN and an out of state, corporate office address for TRE Wood is populated on AFEI. The worker can choose to keep the FEIN, which was populated from AQEF, but wants the local address to be shown. The worker simply enters the local address, city and zip.

QUERY FROM AQEF

Parameters may also be entered in the "PARMS:" field or on AQEF in the FIND EMPLOYER NAME field. In addition you can also enter "/" and the city for that employer in the "IN CITY:" field.

You can enter the employer name here to search for another employer without having to exit the screen.

If city is entered as a search parameter, a character must be entered in the employer field.

```
AQEF                        QUERY EMPLOYER FEIN               08/05/03 07:44
                                                              XCTG04 P KIERN

 FIND EMPLOYER NAME:_____  IN CITY:  _____
```

NOTE ➤ If you do not find the employer that you are looking for, enter as much data on AFEI as you have available.

CONTACTS

BHCE CARES Information & Problem Resolution Center

Email: carpolcc@dhfs.state.wi.us
Telephone: (608) 261-6317 (Option #1)
Fax: (608) 267-2269

Note: Email contacts are preferred. Thank you.

DHFS/DHCF/BHCE/PK